



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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January 5, 2007

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**CHIEF ADMINISTRATIVE OFFICE REQUEST TO APPOINT MS. SUSAN HERMAN
TO THE POSITION OF SPECIAL SERVICES ASSISTANT V**

Consistent with the August 4, 1998 Board-approved policy on management appointments, this office requests authorization to appoint Ms. Susan Herman to the newly created vacant and budgeted position of Special Services Assistant V (Cable and Telecommunications Director) at an annual salary of \$130,000. The requested salary is below the control point in the second quartile of the salary range (R-15) and is justified by Ms. Herman's extensive experience, technical expertise and the level of responsibility she will be assuming.

Ms. Herman would assume responsibility for the management of the Cable and Telecommunications Division which oversees cable television planning and regulation and the County Channel operations and production support.

Ms. Herman has over 26 years of experience in the telecommunications field. She served as the General Manager of the Los Angeles Department of Telecommunications, Chairwoman of the Southern California Telecommuting Partnership, Director of the Office of Telecommunications of the City of New York, and Chief of Staff at the New York Planning Commission. In addition, she was an appointee to the National Information Infrastructure Advisory Council, appointee to the Telecommunications Working Group, and a steering committee member of the Los Angeles Mayor's Advisory Committee on Technology Implementation.

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In accordance with the policy on managerial salaries, unless we are informed otherwise from your offices by January 12, 2007, we will proceed with Ms. Herman's appointment effective February 1, 2007.

Please contact me if you have any questions or need additional information.

DEJ:SRH
SP:p